



Directorate Human Resources Newsletter



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IMA-EURO

Directorate of Human Resources Employee Spotlight

Coming Soon!

*Read about the Director of Human
Resources' plans to spotlight
an employee from the DHR
community in the Notes from the
Director section!*



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Director's Notes

October 2006

As I travel around to our garrisons I get to meet members of your DHRs with which I can't help but to be deeply impressed. Irrespective which grade they are, under which conditions they sometimes have to work, the difficulties they deal with - they do not fail to provide outstanding service to our customers. There is a lot of creativity out there in finding ways to get the job done but most importantly, there is this untiring motivation and spirit to do the job right for all the Soldiers, civilians, retirees, and their families whom we support.

Many of these outstanding members of our community are not recognized enough for their contributions. To do that from this level I am establishing the **HRD Spotlight** to recognize employees in the IMA-EURO human resources community for their hard work and dedication to customer service.

The HRD Spotlight will be featured on the IMA-EURO webpage and be included in the HRD Monthly Newsletter. To spotlight an employee, DHRs must submit—

- The employee's name, duty title, and work section.
- 10 to 15 sentences explaining the employee's job, the specific accomplishments justifying the nomination, and any other interesting information about the employee, such as number of years in Europe, hometown, volunteer activity, hobbies, recent awards, family, upcoming retirement and educational accomplishments.
- A digital photo of the employee. Request public affairs (PA) to take a picture of the employee at work, or send the employee to PA to take a picture, or you can take the picture yourself. The picture must be a close up (head and shoulders) or a photo of the employee in the performance of duty (taken at a medium distance). Look at the IMA-EURO webpage for examples of good digital photos at <http://www.ima-e.army.mil/sites/local/>
- The picture and information about the employee must be sent by e-mail to adminsvs@ima-e.army.mil. A committee consisting of the functional chiefs on my staff will review nominations and decide on a selectee.

Take advantage of this opportunity to spotlight your employees because of the outstanding support they provide to the Army in Europe everyday!



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Army Continuing Education Services

1. Worldwide Individual Augmentee System (WIAS) Policy

HQ IMA has approved our request for a change of the policy regarding deployment of ACES volunteers to Afghanistan and Iraq. The change now allows setting the period of deployment between 90 and 179 days, as compared to the previous 179 days.

2. ACES Funding for Counselor-Aide Sessions

This has been the subject of several inquiries from the field. At present IMA-EURO has no funds available to support requests from the garrisons for additional counselor-aide sessions. We will discuss this matter as well as many other questions that were raised after the introduction of the new hub and spoke operating concept, with you and your hub ESOs in a forthcoming VTC.

Administrative Services

1. New Mail Meters

The new mail metering equipment is en route and expected to arrive in early Nov 06. We are planning a mail meter training session in Bensheim, Germany for mid November. Official mail managers will sign for and take receipt of their meters at this time. More information on the training will be distributed soon! The POC is Mr. Alfred, email: adminsvs@ima-e.army.mil.

2. Official Mail Distribution Center Inspections (OMDC)

We have completed our first set of inspections at Baumholder, Giessen, Hanau, Heidelberg, Kaiserslautern, Mannheim, Pirmasens and Wiesbaden. Each OMDC is operating in compliance with governing directives! We are looking forward to begin inspecting again in January 07, after mail meter training. The POC is Mr. Jones, email: adminsvs@ima-e.army.mil



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Army Substance Abuse Program

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1. Staff Assistance Visits

Completed SAV's for USAG Benelux and Franconia, SAV for USAG Hessen set for 10-12 October 06.

2. MOU for ASACS Contract

The new MOU signed between the Director, Army Center for Substance Abuse Programs and the Director, Human Resources Installation Management Agency addressing Administrative and Logistics Support for the Adolescent Substance Abuse Counseling Services (ASACS) Contract. MOU forwarded to the USAG ADCO's.

Civilian Personnel

1. Annual Pay Evaluation Reporting

The annual pay evaluation reporting requirement, as stipulated in IMA Policy #17 (NAF Pay Policy), is rescinded for FY06. Regions and garrisons are advised to continue compliance with the NAF pay policy. HQ IMA will further evaluate the necessity for this information in future years.

2. LN Position Designations

Please see the link under the "Documents" section of the HR Newsletter page regarding LN Position Designations.

3. National Security Personnel System

IMA-EURO proposed NSPS conversion date is April 07. Each garrison has a designated transition manager and deputy (TM/DTM). Please see the link under the "Documents" section of the HR Newsletter page regarding NSPS training dates. The role of the garrison TM/DTMs is to prepare for and communicate NSPS information and requirements to the workforce, the GC and their HR specialists. This includes training support, assisting with scheduling town hall meetings and complying with tasker suspense dates.

Fred Lang and Mary Griffin-Bales are the TM/DTM for IMA EURO. The EURO TM & DTM are part of a broader HQ IMA NSPS transition team that includes representatives from all the regions. This group is developing the business rules that IMA will operate under NSPS.



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Civilian Personnel *(continued)*

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The working groups are: Training - Mary Griffin-Bales; Region Civilian Personnel Chief, Staffing - Lois Keith; Region Staff NAF Specialist, Performance Management - Justin Mitchell, Schweinfurt DGC and Charles Day, Region PAIO; Compensation - Dr. Bob McCollum, Region ASAP Chief; Strategic Planning - Charles Day; and Pay Pool - Brian Jost, Region Housing Office.

By now all DHRs, TMs and DTMs should have completed NSPS 101. To ensure that it is captured in DCPDS, after completion, print your certificate out, give it to your supervisor and keep a copy. Then log into CHRTAS and register for NSPS 101 at your duty location. By registering for NSPS 101 in CHRTAS, DCPDS will automatically update your training record. You will get a system generated email from CHRTAS, but just delete it. HQ IMA & EURO will use a DCPDS report to advise the RD of your commander's compliance with this and all mandatory NSPS training (attachment 2). TMs and DTMs will have to explain this to your workforce. If you need assistance on how to do this, call Catherine Patzak at 370-7560 or ask your CPAC Specialist.

Your commander will receive a tasker to ensure his/her workforce has completed NSPS 101, logged into and become familiar with " My Biz " and "My Workplace" by 31 Dec 06. Once the "Readiness Tool" is up and running the TMs will validate that training is complete for your Direct Garrison and Indirect Garrisons.

Refer to the link under "Documents" on the HR Newsletter page for area NSPS Town Hall Schedules. All US, NAF and APF employees, military and NAF supervisors must attend. In addition, your senior leaders should attend. At a minimum, help them complete the NSPS 101 online training before the town hall, in the event they are asked a question. USAREUR will conduct the town halls, but Mary Griffin-Bales, Catherine Patzak or Fred Lang will also attend to address IMA specific questions.

These NSPS taskers are extremely critical. The Hierarchy tasker is still ongoing, and is just the first of many data call taskers. TMs/DTMs have a very important job; your garrison employees' salary and position are dependent on how well you execute your responsibilities. Refer to the NSPS Garrison Contacts link under "Documents" on the HR Newsletter page for more information.

4. CHRTAS

The following website links directly to CHRTAS so employees can register for NSPS and have it documented in DCPDS: <https://www.atrrs.army.mil/channels/chrtas/default.asp>



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Military Personnel

1. Personnel Services Delivery Redesign

The USAREUR/IMA-EURO concept plan in support of personnel services delivery redesign (PSDR) implementation is pending approval at Army G3.

2. Bridging Strategy for 1st PERSCOM and IMA-EURO

The MOU documenting bridging strategy for transfer of functions from 1st PERSCOM to IMA-EURO during FY 07 is pending review of input by MOU team. We continue to receive comments from the field that there is an expectation of PSDs going away and garrisons receiving the personnel services mission without preparation and resources. This is and will not be the case. See the note that the IMA-EURO Region Office Chief of Staff sent to your commanders just recently:

GC's: Wanted to provide the most current status on the proposed transfer of functions from 1PC to IMA-EURO.

Your Directors of Human Resources have been provided a copy of the attached presentation. The presentation contains a timeline chart, but the proposed dates are still subject to change, and I expect there will be additional slippage to the right. Our concept plan is still pending approval at Army G3 and we have to finalize the MOU between USAREUR and IMA-EURO. Our suspense for input to the MOU was 25 September. The MOU will require some modification and re-staffing. After the MOU is signed, 1st PERSCOM will have to provide their civilian personnel 30 days written notice that they will come under operational control of our garrisons.

There is one significant issue currently under discussion at HQDA regarding the concept plan. This is the appropriate metric for the reassignment processing function. We consider the metric to be 1:1000 Soldiers served. USAREUR believes it is 1:3000 Soldiers served. HQDA has asked the U. S. Army Manpower Analysis Agency to study the issue and recommend the appropriate metric. We have provided that agency requested data. The decision is in the right hands.

Although early on in the planning phases there had been discussions that identified 1 Oct as a proposed date for OPCON of 1PC personnel under USAG's, that cannot and will not occur by that date. We had previously transmitted that information within IMA-EURO, but I'm not certain that parallel communication has occurred on the mission side. Request that you reiterate current status in any discussions with your SMC's.



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Visit the IMA-EURO DHRs...

USAG Bamberg <http://www.bamberg.army.mil/sites/directorates/DHR.asp>

USAG Baumholder

<http://www.baumholder.army.mil/sites/directorates/default.asp>

USAG Benelux

<http://www.usagbenelux.eur.army.mil/sites/directorates/human.asp>

USAG Brussels

<http://www.usagbrussels.eur.army.mil/sites/directorates/human.asp>

USAG Darmstadt <http://www.darmstadt.army.mil/sites/directorates/human.asp>

USAG Garmisch <http://www.stuttgart.army.mil/sites/directorates/adjutant.asp>

USAG Grafenwoehr

<http://www.grafenwoehr.army.mil/sites/directorates/human.asp>

USAG Hohenfels <http://www.grafenwoehr.army.mil/sites/directorates/human.asp>

USAG Kaiserslautern

http://www.kaiserslautern.army.mil/sites/directorates/dhr_default.asp

USAG Stuttgart <http://www.stuttgart.army.mil/sites/directorates/adjutant.asp>

USAG Wiesbaden

<http://www.wiesbaden.army.mil/sites/directorates/human.asp>